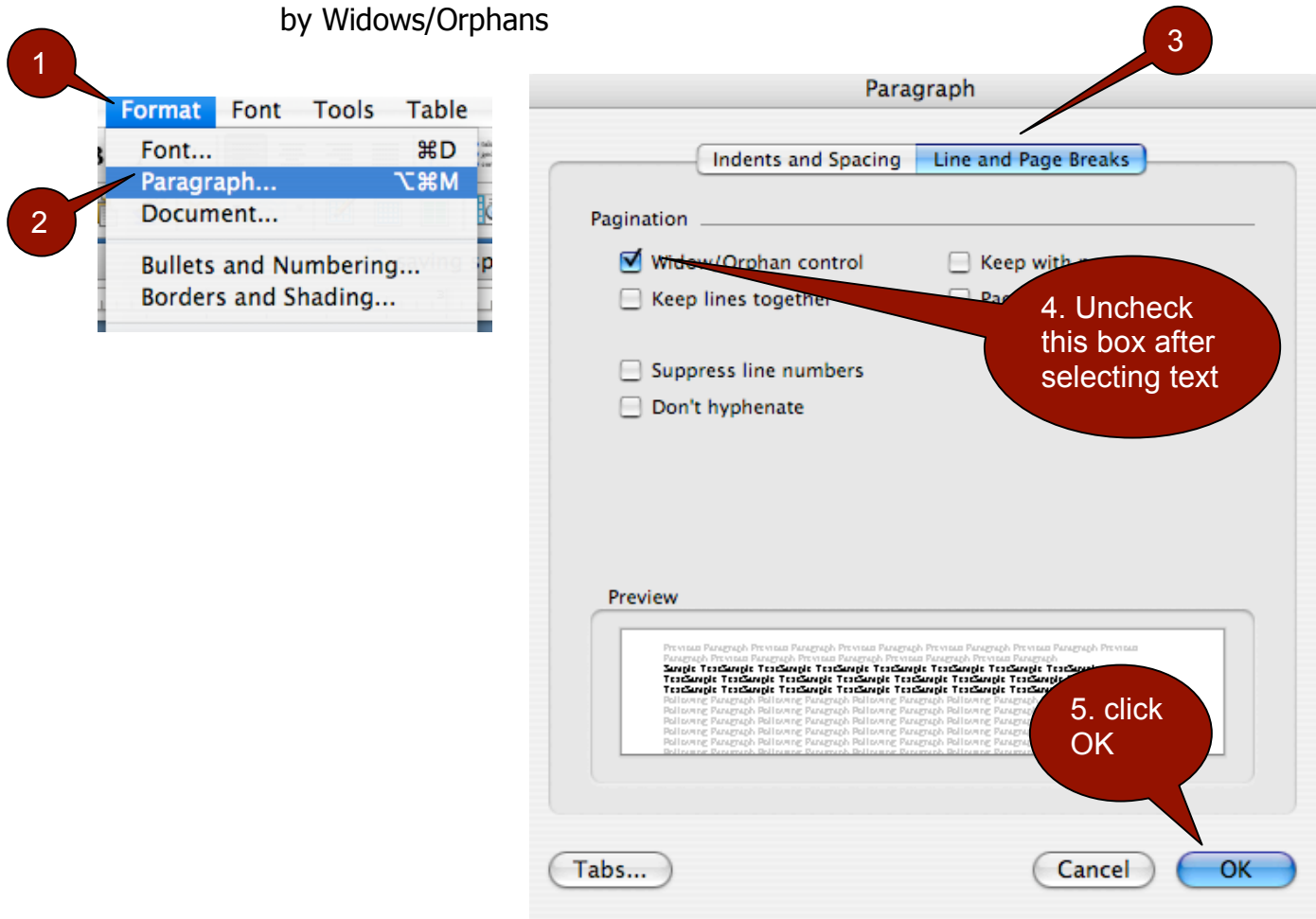


Saving Space in Microsoft Word documents.

Some things to do to get more words on a page.

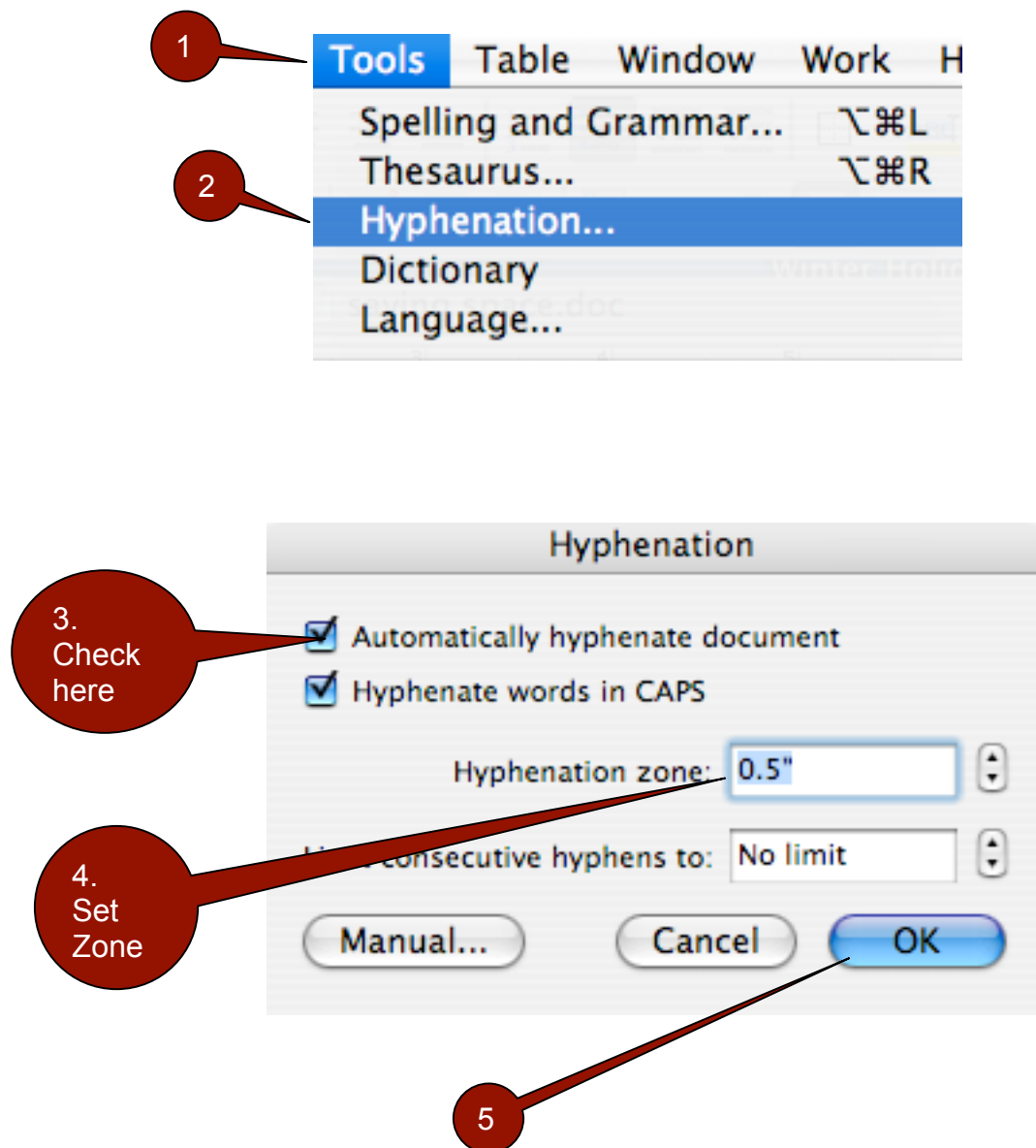
I. Check your "widow/orphan" setting.

- A widow is the last line of a paragraph printed by itself at the top of a page.
- An orphan is the first line of a paragraph printed by itself at the bottom of a page.
 - Window/Orphan control is "on" by default in Microsoft Word to prevent the occurrence of widow and orphan lines.
 - Word will always keep at least two lines of a paragraph on each page, because a single line looks awkward.
 - If your paragraph is just three lines long, all the text will appear at the top of the next page.
 - A four-line paragraph will be split evenly: two lines at the bottom of one page, the other two lines at the top of the next page.
- To keep lines together and gain possibly one or two lines per page:
 - Select (Edit/Select all) all of the text in your document
 - Go to Format/Paragraph/ Line and Page Breaks tab, and uncheck the box by Widows/Orphans

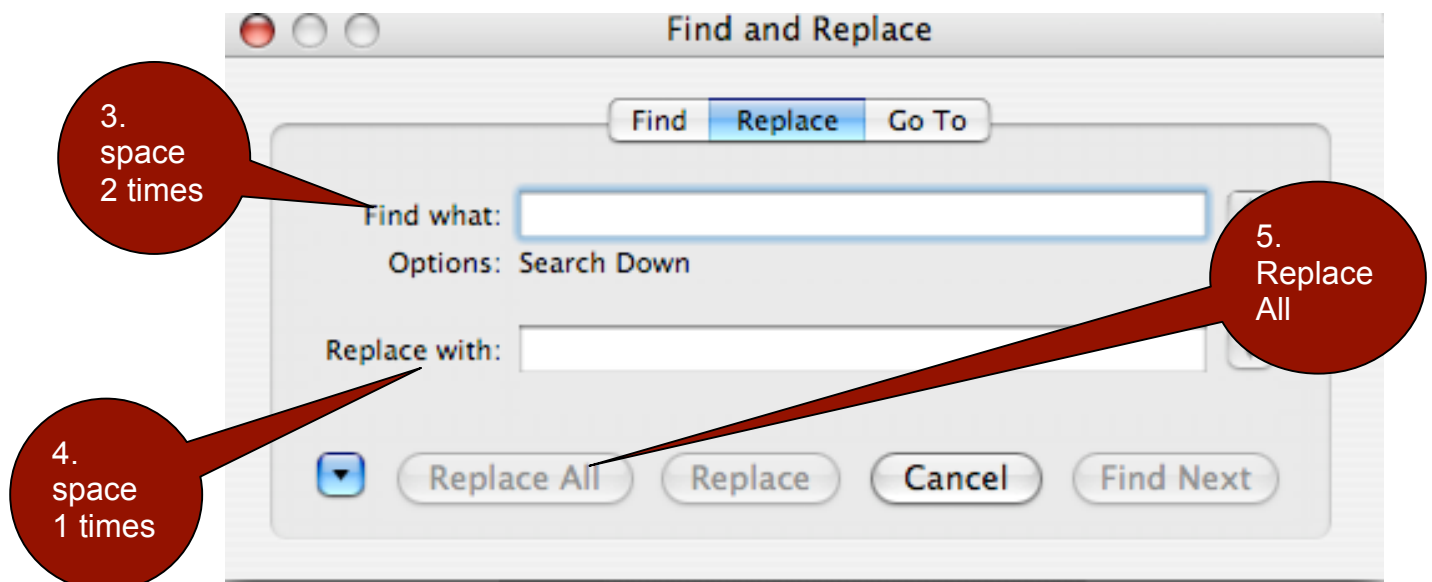
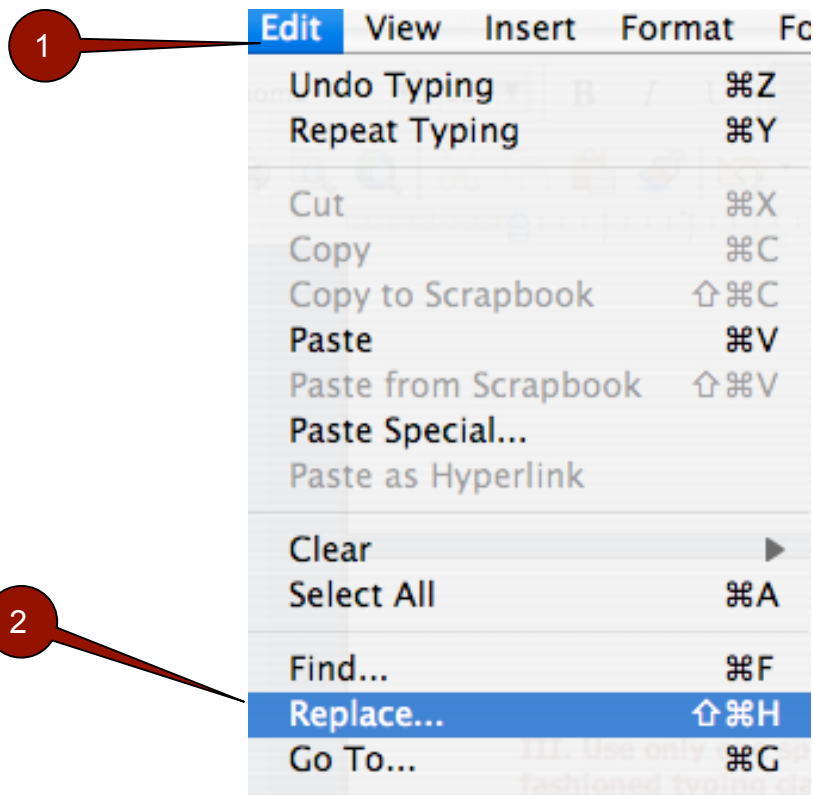


II. Set preferences for Word to hyphenate words at the end of the line so words do not wrap at the end of a line

- Go to Tools/Hyphenation.
- Choose "hyphenate automatically."
- "Hyphenation zone" is the amount of space you can have between the text at the end of a line and the right margin.
 - The larger the zone, the fewer the number of hyphens you will have.
 - The "Limit consecutive hyphens to" option lets you enter the number of consecutive lines that can be hyphenated. No limit means every line can be hyphenated.



III. Use only one space after periods, instead of two. If you took an old-fashioned typing class, you probably automatically space twice after a period. Use to the **find/replace** feature to eliminate those double spaces.



IV. Look at the last lines of the paragraphs and find the lines that only have a few words. Look at the adjectives and adverbs to see if you can delete one or two without compromising the description or analysis.

- Edit the paragraphs so those few words can be incorporated into the line above.
 - Example: The quick brown fox jumped over the exceptionally high wooden

fence.

Revised: The quick brown fox jumped over the high fence.

By following this procedure, you have created a line of space.

Get rid of the word fence .

V. Use abbreviations and numbers

- 1, 2, 3 instead of one, two , three...etc.
- Use MMSchool or MMS instead of M Middle School. Make sure the assessor knows what the abbreviation means. Remember you cannot name your school in your writing.

VI. Write in active voice instead of passive voice.

VII. Measure your margins with a ruler.

- Take a piece of plain paper
- Draw a one-inch margin around the edge of the paper with a ruler.
- Cut out the center of the paper, thus creating a template.
- Place the template over a sheet of text printed on the printer that will be used to print your portfolio.
- If there is white space between the printed area and the margins created by the template, adjust the margins on the computer to match the template.

VIII. Make sure every word has value. Evaluate every prepositional phrase, adverb and adjective. If these words do not add value to your description, analysis or reflection then delete them.

IX. Can you replace one word for several words? For example:

"Student A is an underachiever.

Could replace

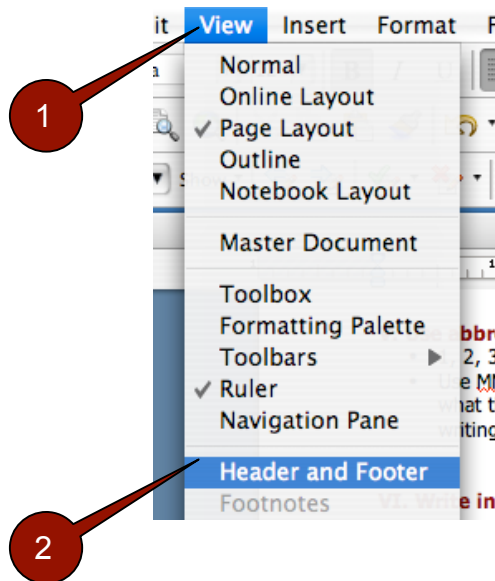
"Student A, although very bright, does not complete homework, performs poorly on tests/quizzes...etc.

"concurrently" could replace "at the same time"

"assess" could replace "evaluate"

Saving Space in Microsoft Word documents.

A header/footer can be inserted in a document by selecting **View/Header and Footer. You only need to set your page up one time for each entry. The pages will be numbered in sequence. Be careful on E4 because you must insert your evidence after each accomplishment and number those pages sequentially as well.**



After View/Header and Footer, the image below will appear in the center of the page and a header/footer text box will appear at the top and bottom of the page.



Page Number

Place your cursor in the header or footer box and select the # symbol. Then go to the formatting toolbar and select how you want the number aligned within the header/footer.



Candidate ID

Place your cursor in the header box and enter your candidate ID #. Select right justified



Select **Close**
You are done for this entry